

CEBS Administrative Council Meeting
February 2, 2017
9:30 a.m.

Minutes

Present: Sam Evans, Tom MacMillin, Pitt Derryberry, Margie DeSander, Tony Kirchner, Sylvia Dietrich, Jill Sauerheber

Guest: Gene Smith, WKU Doctoral Student

Dean Evans welcomed Mr. Smith to the meeting. Mr. Smith is a WKU doctoral student with specific interests in student engagement.

Dean Evans provided a formula often used in the business world as a guide for planning. He (Evans) stressed that our work as a college must create demand for our product.

Dr. Susan Keesey, Chair of the CEBS Student Leadership and Success Committee, will be invited to attend a future Administrative Council meeting to discuss the committee's next steps.

Unit heads raised several questions and points of view related to student success and retention.

- Are students being admitted to the university who are not necessarily college ready?
- How are we (WKU) going to develop strategies to address the retention piece if we are not looking at the whole picture?
- Additional well-trained advisors are needed at the university.
- WKU needs to look at those students who are succeeding and moving on. Why are they successful?
- What are the expectations for the Student Leadership and Success Committee?
- A serious look at the college's post-tenure review process needs to be conducted. Dean Evans indicated that the Post Tenure Review Committee would be meeting in February.

Dean Evans asked unit heads to identify questions that we (CEBS) need to address. He (Evans) will be meeting with Corie Martin within the next week to determine how well the marketing campaign has worked for CEBS. The Council will spend the first few minutes of every meeting working on the college's plan.

Dean Evans provided a copy of an article from the Wall Street Journal. Discussion.

CAD/ Meeting w/ Provost: Dean Evans reported on the January 25 CAD meeting.

The policy related to Dual Career Spouse/Partner Assistance was discussed. The policy will move forward to the next committee for approval.

Fee for Proficiency Evaluations: Faculty are currently receiving no payment for their work on proficiency evaluations. Dean Evans indicated that we would eventually need to charge for these services, as faculty need to be compensated for their time. Dr. DeSander and Dr. Dietrich will work on drafting a document to begin moving forward with establishing the fee process.

Department Representation (college committees, recruitment events, etc.): Dean Evans asked unit heads to think about the critical college committees where department representation is needed. More discussion will follow at next week's Council meeting.

TopDollar (<https://wku.academicworks.com/>) All students applying for WKU scholarships must fill out application form(s) in TopDollar. Laurie Basham will be conducting a TopDollar training in GRH next week. Tammy will send details via email.

Interview Exchange – Departments were asked to send all candidate interview information (vita, transcripts, letters of recommendation, etc.) needs to be sent to Tammy Spinks in the Dean's office one week prior to the candidate's interview with Dean Evans.

Students applying to education focused graduate programs need to include a current teaching certificate in their Graduate School application packet.

Dean Evans asked unit heads to be thinking about options for filling vacant administrative positions. This topic will be discussed at next week's Council meeting.

CEBS received more than \$300,000 in donor gifts last fall.

As there was no further business, the meeting adjourned.

Respectfully submitted,

Tammy Spinks